

31st District Court

Position/Title – Court Recorder/Judicial Secretary

Salary – \$25,000 - \$29,000 plus benefits

Job Summary

Utilizes electronic recording equipment to make a verbatim record of court proceedings. Prepares typewritten transcripts of court proceedings and maintains related records. Serves as a legal secretary transcribing correspondence, opinions and orders, screening visitors and telephone calls, scheduling appointments and assisting with administrative matters.

Duties and responsibilities

- Utilizes electronic recording equipment to record court proceedings. Prepares a log of activity during recording, including identification of speakers, notations of actions, and introduction of exhibits.
- Maintains files of transcripts, tapes and all other related material.
- Prepares verbatim transcripts of court proceedings upon request. Proofreads transcripts, certifies copies, and prepares billings as appropriate.
- Receives and screens telephone calls and visitors. Provides case information to court patrons, explains and interprets court policy and procedure, schedules meetings and directs people to proper person, location of court.
- Performs general secretarial services such as composing and typing correspondence, court orders, legal documents, and other materials, opening, routing mail, scheduling judicial appointments and maintaining office supplies.
- Schedules pretrial conferences, hearings and trials. Coordinates scheduling with attorneys and prosecuting attorney, issues notices and addresses requests for adjournment in accordance with court policy.
- Coordinates scheduling of jury trials, maintains jury list, prepares payment vouchers for jurors.
- Performs other tasks as required, and assists with case processing activities in other areas of the court.

Qualifications

Education: High school graduation or equivalent. Advanced legal secretarial coursework preferred.

Experience: Two years of secretarial experience, preferably with a court or closely related legal setting.

Other Knowledge, Skills and Abilities: Knowledge of district court procedures, court rules and statutes desirable. Skill in using computer word-processing and database software used by court.

Certification: Certification as a Certified Electronic Recorder (CER) by the Michigan Supreme Court must take test and obtain Certification within 6 months of employment.

Applications may be obtained at the 31st District Court, 3401 Evaline, Hamtramck, MI 48212 (313) 876-7710 and returned to Alice Kopecky, Court Administrator along with a resume. We are accepting applications/resumes through April 19, 2002.